



City of Loma Linda Official Report

Karen Gaio Hansberger, Mayor
Floyd Petersen, Mayor pro tempore
Robert Christman, Councilmember
Stan Brauer, Councilmember
Robert Ziprick, Councilmember

COUNCIL AGENDA: June 8, 2004

TO: City Council

VIA: Dennis R. Halloway, City Manager

FROM: T. Jarb Thaipejr, Public Works Director/City Engineer

SUBJECT: Declare Certain Items Surplus and Authorize Disposal

RECOMMENDATION

It is recommended that the City Council declare the following radio equipment items surplus and authorize disposal of the items attached:

(See Attachment)

BACKGROUND

The list of equipment mainly includes Motorola radio receivers, radio accessories, and a computer monitor. The radio receivers were used by Corporation Yard personnel for radio communication purposes prior to the Nextel Radio/Cell Phone communication system. This equipment has not been used and has been kept in storage for three years.

ANALYSIS

None.

ENVIRONMENTAL

None.

FINANCIAL IMPACT

None.

Attachment: Proposed Surplus List – August 2003

I:\Public Works Admin\Staff Reports\Surplus Equipment - 06-08-04.doc

SURPLUS PROPERTY TRANSFER FORM
(This form must accompany the transfer of any surplus equipment.)

COPY

Request Date: 5-20-2004	Locations: <u>Corp yard</u>
	From: Corp Yard File Room
Transferring Dept:	To: <u>Warehouse Surplus</u>
Transferring Division:	Other, please specify _____

Item #	Asset Tag #	Serial #	Description
1	00048		Motorola Rapid Charger
2		NTN4633C	MOTOROLA DESK CHARGER
3		475FLW0846	MOTOROLA MAXAR 80 CB RADIO RECIVER
4		475FLOW0845	MOTOROLA MAXAR 80 CB RADIO RECIVER
5		0382577	GE CB RADIO RECIVER
6			MOTOROLA LEATHER CASE
7		240FG00192	MOTOROLA MAXAR 80 CB RADIO RECIVER
8		240FCLC257	MOTOROLA MAXAR 80 CB RADIO RECIVER
9		240FCLC256	MOTOROLA MAXAR 80 CB RADIO RECIVER
10		240FCLC253	MOTOROLA MAXAR 80 CB RADIO RECIVER
11		240FCLC254	MOTOROLA MAXAR 80 CB RADIO RECIVER
12		240FCLC249	MOTOROLA MAXAR 80 CB RADIO RECIVER
13		240FCLC251	MOTOROLA MAXAR 80 CB RADIO RECIVER
14		240FCLC248	MOTOROLA MAXAR 80 CB RADIO RECIVER
15		240FCLC243	MOTOROLA MAXAR 80 CB RADIO RECIVER
16		240FCLC244	MOTOROLA MAXAR 80 CB RADIO RECIVER
17		240FCLC246	MOTOROLA MAXAR 80 CB RADIO RECIVER

Justification for Surplus: The Equipment has been stored for the last three years and is not being used.
Authorized Signature of Releasing Dept. _____

Removal/Transfer Completed by <u>Brian W. Belzer</u>	Date <u>5-20-04</u>
Surplus Received by _____	Date _____
Fixed Asset System Updated by _____	Date _____

Distribution: Original - Finance; Copy - Transferring Department; Copy - Transfer to Department

Rev. 12/03

SURPLUS PROPERTY TRANSFER FORM

(This form must accompany the transfer of any surplus equipment.)

Request Date: 5-20-2004	Locations: CORP YARD
	From: FILE ROOM
Transferring Dept:	To: Warehouse Surplus
Transferring Division:	Other, please specify

Item #	Asset Tag #	Serial #	Description
1		240FCLC241	MOTOROLA MAXAR 80 CB RADIO RECIVER
2		240FCLC259	MOTOROLA MAXAR 80 CB RADIO RECIVER
3		240FCLC250	MOTOROLA MAXAR 80 CB RADIO RECIVER
4		240FCLC242	MOTOROLA MAXAR 80 CB RADIO RECIVER
5		240FCLC245	MOTOROLA MAXAR 80 CB RADIO RECIVER
6		240FCLC247	MOTOROLA MAXAR 80 CB RADIO RECIVER
7		240FCLC255	MOTOROLA MAXAR 80 CB RADIO RECIVER
8		240FCLC258	MOTOROLA MAXAR 80 CB RADIO RECIVER
9			RADIO ANTANA
10			RADIO ANTANA
11			MOTOROLA RECIVER BRACKET
12			COAX CABLE
13			COAX CABLE
14			OPEN FRAM A/C POWER SUPPLIE
15			OPEN FRAM A/C POWER SUPPLIE
16	00966		COMPUTER MONITOR
17		12697	AUDIO MIXER

Justification for Surplus: Items have been stored for three years and are now outdated and Of no use to the Corp yard.
Authorized Signature of Releasing Dept. _____

Removal/Transfer Completed by <u>Brian W. Belger</u>	Date <u>5-20-04</u>
Surplus Received by _____	Date _____
Fixed Asset System Updated by _____	Date _____


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COUNCIL AGENDA: June 8, 2004
TO: City Council
VIA: Dennis R. Halloway, City Manager 
FROM: W. James Hettrick, I.S. Director
SUBJECT: Surplus Equipment

RECOMMENDATION

It is recommended that the City Council declare certain assets of the City as surplus and direct staff to dispose of those assets in the most economical manner.

BACKGROUND

State law requires the City Council to declare assets as surplus before they can be disposed of. With the recent purchase of computers/equipment, it has become necessary to surplus the items that are no longer in service or are unusable.

See the attached list.

FINANCIAL IMPACT

None

ENVIRONMENTAL

None

FINANCIAL IMPACT

None

Description	Inventory Tag Number
Gateway CPU	01788
Gateway CPU	01787
Gateway CPU	01785
Gateway CPU	01789
Gateway CPU	01768
Gateway CPU	01736
Gateway CPU	01769
Gateway CPU	01794
Xerox Phaser Printer 1235	None
Refrigerator	01028
IBM Wheelwriter	None